

Dear Food Service Representative:

IDs and passwords serve as a legal signature. If the Local Education Agency (LEA) has new employees, Child Nutrition Services must issue new IDs and passwords and close IDs and passwords for staff no longer in the LEA. Please have your legal agent request these by faxing the completed form to 624-6841.

ID Explanations:

- The Legal Agent submits approval of monthly claims, the yearly application and can read all information. Each claim and application must be approved before payment can be made. Generally, the approver or Legal Agent is the Superintendent or Headmaster. This password will be sent directly to the Legal Agent.
- The Claim Preparer can complete their LEA's information as well as their school detail forms. Generally, this is the Director and or Bookkeeper.
- The School Detail Submitter can complete only their school information. This would be the Kitchen Manager.
- The Commodity ID orders commodities and completes other USDA Food Program forms online. Generally, this is the Food Service Director.

All ID levels have permission to view all LEAs and all schools information because it is public access.

Who is the Food Service Director for your LEA: If none please state so.

Name: _____ Contact Number: _____

Email: _____

Return completed information to Nanci Kittredge by faxing to 624-6841 or mailing to:
Child Nutrition Services
Department of Education
23 State House Station
Augusta, ME 04333-0023

**Maine Department of Education
Child Nutrition Services
23 State House Station
Augusta, ME 04333-0023**

Complete the form with the names and positions of each person that will submit forms electronically for **School Food Service**. IDs and temporary Passwords will be assigned by Department of Education/Child Nutrition Services. Passwords should be changed by each person after receiving their temporary password/s. The ID and Password combination is the legal signature, therefore should not be shared. Staff changes must be addressed by notifying the CNS office to protect your data. IDs have different permissions. This is to provide the checks and balances for the LEA. The LEA can have a backup staff with district or school permissions.

School Food Authority: _____

Who is your Legal Agent for the LEA or school? _____

Name: _____ Title: _____

E Mail Address _____@_____

Who is your Claim Preparer?

Name: _____ Title: _____

E Mail Address _____@_____

Who is your Claim Preparer backup if applicable?

Name: _____ Title: _____

E Mail Address _____@_____

Who is your School Detail Submitter if different from above?

Name: _____ Title: _____

School _____

E Mail Address _____@_____

Who is your School Detail Submitter backup if applicable?

Name: _____ Title: _____

School _____

E Mail Address _____@_____

Who is orders your Commodities?

Name: _____ Title: _____

School _____

E Mail Address _____@_____

Who is your backup for ordering Commodities if applicable?

Name: _____ Title: _____

For school _____ or LEA _____

E Mail Address _____@_____

Superintendent Signature _____ Date _____

To begin the 2011 School Year this information is required for new Local Education Agencies (LEAs) only:

LEA Name _____

Cashbook Balance

As of July 1st 2010

May need to refer to audit report.:

Voucher Journal Total:

If used

UNPAID BILLS TOTAL

If used

Type	Total
Equipment	<input type="text"/>
Food	<input type="text"/>
Labor	<input type="text"/>
Other	<input type="text"/>

INVENTORY LEA/DISTRICT

Type	Total
Food	<input type="text"/>
Commodities	<input type="text"/>
If not included in food inventory	<input type="text"/>
Other	<input type="text"/>

Cashbook Balance

A LEAs rolling cash balance calculated as last month's ending balance plus this month's income minus this month's expenses. This would include items such as CDs, cash, and savings account.

Voucher Journal
Total

Total paid for by an entity other than Food Service, not to be paid back.

Unpaid Equipment

Equipment not yet paid for by the Food Service Department.

Unpaid Food

Food not yet paid for by the Food Service Department.

Unpaid Labor

Labor not yet paid for by the Food Service Department.

Unpaid Other

Other not yet paid for by the Food Service Department.

Inventory District
Total Commodities

Commodity inventory at LEA level, such as central warehouse or common freezer.

Inventory District
Total Food

Food inventory at LEA level, such as a central warehouse or common freezer.

Inventory District
Total Other

Other products inventory at LEA level, such as a central warehouse.

Superintendent Signature _____ Date _____